



AGED 539
Internship Program

Atwater High School
Agriculture Department



Quality Criteria 1 Curriculum and Instruction



The Atwater High School Agriculture Department meets the quality criteria in the following ways; the use of agriculture education core curriculum, software, texts, facilities, instructional strategies, equipment, learning experiences, courses offered, hands-on learning, student projects, guest speakers, needs assessment, and so on. Each of the quality indicators is discussed in detail and how they are met within each criterion.

Quality Criteria 1A:

The curriculum includes the components required under Section 5454 of the Education Code: organized classes in the study of agriculture science and technology; student supervised agriculture experience; and a program of leadership, organization and personal development.

Atwater High School Agriculture Department meets this criterion by the incorporation of the core curriculum where appropriate into our existing curriculum. When writing new curriculum the cluster standards are inserted into the appropriate areas as required. For example, the floral design curriculum includes the Ornamental Horticulture Cluster Standards, Visual Performing Arts Standards, and Language Arts and the Agriculture Standards.

Example, Please see the following:

- *Appendix C*

Quality Criteria 1B:

The Career Technical Education Model Curriculum Standards for the Agriculture and Natural Resources Industry Sector are the basis for content of courses offered. Curriculum addresses “Foundation” and “Pathway” standards within the program pathway(s) and course sequences.

The 1B quality criteria is met through our Agriculture Career Pathway plan. It includes the major agriculture clusters of focus at Atwater High School and shows the courses required to complete this pathway for agriculture. It also provides students with a list of other possible agriculture classes so that our students graduate with a well-rounded knowledge of the agriculture field.

The Atwater High School Agriculture Department staff has aligned our courses to both the Foundation Standards and Pathway Standards for Agriculture and Natural Resources Industry Sector.

Example, Please see the following:

- Appendix A
- Appendix C
- Appendix R

Quality Criteria 1C & 1D:

Career paths in agriculture have been identified and can be found on a chart or diagram in the Program Plan. (Foundation Standard 3.0)

Atwater High School currently has a list of all of the agriculture courses necessary for any pathway. The Agriculture Career Pathway list is provided to all counselors so that they may best advise our students as to the proper order of agriculture courses so that they complete their desired agriculture pathway. The master schedule includes the list of classes available for each grade level so that students can choose a course that follows their designated agriculture pathway. This pathway is easily accessible to students and parents via the internet. The Agriculture Career Pathways can be viewed on our website under Agriculture Courses.

Example, Please see the following:

- Appendix R

Quality Criteria 1E:

Every agriculture course taught at Atwater High School includes agriculture career awareness information. The ROP courses focus more intensely on career information and preparing students for immediate employment or continuing education in an agriculture career. The Ag Mechanics courses contain direct information regarding the current industry and job related field. The Ag science courses have career awareness information embedded with each unit. For example the Genetic Engineer Unit contains career information bases on that related field.

Example, Please see the following:

- Appendix C

Quality Criteria 1F:

The Atwater High School Agriculture Department has a computer lab within the main Agriculture Building on campus. We have a compilation of resources that include many software and hardware programs for improving the quality of our agriculture courses. We are constantly building our resources and purchasing new hardware and software to attain agriculture products that meet the needs of our agriculture curriculum and department. These equipment and materials are used often in the agriculture classes, such as the computerized record book, so that students have experience in our computer lab and are prepared for the technological areas of agriculture when they graduate. Four teachers are currently using SMART Airliners with the SMART Notebook program and we have two sets of interactive response systems. All teachers utilize the computer labs on campus.

Quality Criteria 1G:

The agriculture curriculum includes the use of computer-aided instruction by utilizing at least one of the following:

- | | |
|---|--|
| <i>* Computerized Record Book</i> | <i>* Agriscience Fair Report</i> |
| <i>* Agriculture Term Paper</i> | <i>* Agriculture/FFA Speech Manuscript</i> |
| <i>* Job Resume</i> | <i>* Job Cover Letter</i> |
| <i>* Portfolio Letter of Introduction</i> | <i>* Other Agriculture Related Project</i> |

Currently the Atwater Agriculture curriculum utilizes computer-aided instruction in the following areas: Computerized Record Book for all students, Agriculture Term Papers for Agriculture Science and Business classes, Agriculture/FFA Speech Manuscripts for speaking contests or classroom speeches throughout the year, Job Resume, Cover Letter, and Portfolio Letter of Introduction within each student portfolio for the Regional Occupation Program courses offered within our program. Students also use the computer-aided instruction for agriculture & science research, laboratory reports, project based websites, blogs, and other computer generated activities through the internet or high school.

Quality Criteria 1H:

Recordkeeping is taught in all agriculture classes. Every student maintains and completes (closes out) either an actual SAE Project or Mock Problem.

The FFA Record Book is implemented in each Agriculture course at Atwater High School. Each student will learn the proper methods for keeping records, complete practice situations, and develop their own record book. If the student does not have an actual SAE, then their record book will contain sample situations for their own records. All students must maintain the calendar and keep it up to date with chapter, section, regional, and state activities.

Example, Please see the following:

- Appendix A*
- Appendix B*
- Appendix C*

Quality Criteria 1I:

File Cabinets in the Atwater High School Agriculture Building hold Record books of prior students until one year following graduation. These books are kept in student files, along with their Student Data Sheet. Each student also has their own file in the Atwater High School database where they maintain their computerized record books. These books can be maintained anytime in the Agriculture Department computer lab. Students who have graduated also have access to the Agriculture Department computers to update and maintain their records.

Example, Please see the following:

- Appendix A*
- Appendix B*

Quality Criteria 1J:

Every course at Atwater High School meets graduation requirements as either a core class or an elective credit. Ag Earth Science and Ag Biology are course where the student receives science credit for graduation and a-g credit. Floral Design has just been approved for Fine Arts a-g credit. We recently were approved for Ag Economics and Ag Government to meet a-g requirements.

Example. Please see the following:

- Appendix C



Quality Criteria 2

Leadership and Citizenship Development



The Atwater High School Agriculture Department has been working the past few years on improving the leadership and citizenship of the FFA members in its chapter. Students are required to participate in twelve FFA activities per year, which reflects in 10% of their grade in each agriculture course. We encourage students to compete in the local and sectional contests to improve their leadership and communication skills. There are many opportunities in the Atwater FFA chapter to assist in community service activities including the Atwater Beautification, local canned food drive, Operation Christmas Child, serving at the local homeless shelter, Farm to Food Day, and Fundraisers for other causes, such as the Relay for Life (a cancer benefit). It is our goal at Atwater High School to create leaders of our agriculture students through our courses and FFA leadership development activities.

Quality Criteria 2A:

Atwater FFA is chapter number CA0344, and the Atwater High School Agriculture Department is located in the Merced Union High School District, in Atwater, CA.

Example, Please see the following:

- *Appendix X*

Quality Criteria 2B:

*The Atwater FFA Program of Work is developed each year with information for students, administration, and community members about our Agriculture Program. It covers the pertinent information for fair projects, program goals, and Agriculture/FFA education. A copy is furnished to the Regional Supervisor by **December 15th**.*

Example, Please see the following:

- *Appendix I*

Quality Criteria 2C:

All Atwater High School Agriculture students are held accountable for participating in three FFA leadership activities quarterly for 10% of their grade in each course. Annually each student will be graded upon participation in a total of twelve leadership activities through the FFA.

Example, Please see the following:

- Appendix C

Quality Criteria 2D:

All students that are enrolled in the Atwater High School Agriculture Program are also entered on the R-2 as FFA Members. Dues are paid for every student enrolled in an Ag Department taught course. Students who enroll second semester are also added to the R-2 at that time. Atwater High School Agriculture Department courses have 100% affiliation with the FFA. Each student is held accountable by participating in three FFA activities quarterly, as well as the fact that all agriculture students are official FFA members according to the FFA Roster for Atwater High School.

Example, Please see the following:

- Appendix X

Quality Criteria 2E:

Atwater High School Agriculture Program participates in a variety of FFA activities each school year. Each year our program is starting new activities and opportunities for our members to have a well-rounded agriculture experience.

Example, Please see the following:

- Appendix U

Quality Criteria 2F:

A minimum of 80% of the students participate in at least three leadership development activities annually verified by department records. Activities include any three of the following intra-curricular activities:

- | | |
|---|--|
| <i>* Local Best Informed Greenhand Contest</i> | <i>* Local Creed Speaking Contest</i> |
| <i>* Local Opening & Closing Contest</i> | <i>* Local COOP Quiz Contest</i> |
| <i>* Local Program of Work Committee(s)</i> | <i>* Local Demonstration Fair</i> |
| <i>* Local Agriscience Fair Exhibition</i> | <i>* Local Public Speaking Contest</i> |
| <i>* Local Parliamentary Procedure Contest</i> | <i>* Chapter Meeting or Activity</i> |
| <i>* Any Section, Region, or State Activity</i> | <i>* Other Local Activities</i> |

Atwater High School students have participated in the above activities. These can be verified by documentation within the Atwater Agriculture Department, and the Sectional Advisor. Students are required to participate in 12 local FFA activities annually based on 10% of their agriculture course grade for the year.

Example, Please see the following:

- *Appendix U*



Quality Criteria 3

Practical Application of Occupational Skills



This criterion discusses how practical application of occupational skills is accomplished through classroom simulation of work-site experiences, community-based learning or entrepreneurship.

These experiences are combined, coordinated, and evaluated with classroom instruction.

Quality Criteria 3A:

Each student in the Atwater High School FFA program is expected to develop a type of SAE to enter in his or her record book. If a student does not have an SAE, then the advisors provide a simulated example for the student to use until their SAE is developed. We now have a school farm off campus where students can keep animal projects. The horticulture program is up and running to provide SAE projects for students. Student also have the opportunity to do a laboratory SAE using science experiments outside of class time.

Example, Please see the following:

- Appendix A
- Appendix B
- Appendix C
- Appendix G
- Appendix R

Quality Criteria 3B:

First year students have either been engaged in a SAE project(s) or have a plan in place for a SAE, as verified by the Student Data-Career Plan.

The Atwater Agriculture Department uses the Student Data-Career Planning Sheet as a record of first year students as well as all Agriculture students SAE plans.

Example, Please see the following:

- Appendix A
- Appendix C
- Appendix R

Quality Criteria 3C:

This criterion is partially met in the Atwater FFA program, but is in progress of achieving this standard. Currently, we have ROP courses, which provide our students with Agriculture SAE projects. 100% of students in these courses obtain an SAE through their ROP course. SAE projects for other students do not yet meet the 80% due to lack of facilities and opportunities for students. Our department is continually developing a school farm for animal projects and a complete horticulture program for plant science projects. These facilities will provide students with the opportunity to maintain an SAE projects on campus grounds, as many of our students do not have the availability of SAE projects at their homes.

Example, Please see the following:

- Appendix C

Quality Criteria 3D:

Students enrolled in job placement programs are visited by their agriculture students every three weeks. Tri-weekly reports are completed for these students to keep account of their work at the jobsite. The Atwater Agriculture Department has a specific form for all other SAE projects that are completed when the agriculture teacher visits a student's projects. Each agriculture instructor is responsible for visiting their student's projects at least once each semester, based on the project duration.

Example, Please see the following:

- Appendix E

Quality Criteria 3E:

A school vehicle is readily available to each agriculture teacher for all SAE activities associated with the program, or each teacher is adequately compensated for using their own personal vehicle.

The Atwater Agriculture Department has three department trucks and one department suburban that are available for use at any time.



Quality Criteria 4

Qualified and Competent Personnel



All Agriculture instructors at Atwater High School are fully credentialed agriculture instructors, with either a Master's degree finished or in progress. Each teacher is instructing in his/her areas of specialization, guaranteeing competency in the subject matter presented to agriculture students. The Agriculture instructors regularly attend in-services and professional development sessions to enhance their prior knowledge and update their instructional information.

Quality Criteria 4A:

Every agriculture teacher has the appropriate credential for teaching the subject(s) assigned. Copy of authorizing credential(s) is in the Comprehensive Program Plan.

All Agriculture teachers at Atwater High School are appropriately credentialed for the courses that they instruct. Each instructor has his or her agriculture specialist credential in addition to the clear credential and single subject credential in Agriculture. All instructors are in progress of receiving their Master of Science degree in Agriculture or have attained this degree already. Teacher data sheets are up to date for all instructors, which include the credentials appropriate for the courses taught.

Example, Please see the following:

- Appendix T

Quality Criteria 4B:

Each Agriculture teacher attends four professional development activities either within Atwater High School, Merced Union High School District, and CATA, or individually. The Atwater Agriculture instructors all attend the CATA conference each year and take the "skills" courses related to their areas of teaching to update their own knowledge and information on the subjects. The agriculture instructors also attend educational development sessions, offered through Atwater High School and the Merced Union High School District. Two agriculture teachers have also been attending the New Professional's Institute, as they are in their first three years of teaching.

Example, Please see the following:

- Appendix W

Quality Criteria 4C:

The Atwater High School Agriculture instructors meet weekly to discuss upcoming events, future decisions within the department, and any reflection on events past.

Example, Please see the following:

- Appendix BB

Quality Criteria 4D:

Atwater High School Agriculture Department members meet weekly to discuss upcoming events, concerns, teaching strategies, and reflections on past events/activities. The minutes are kept in a file within the agriculture office with some copies in the Comprehensive Program Plan.

Example, Please see the following:

- Appendix BB

Quality Criteria 4E:

Atwater High School Agriculture instructors are reimbursed for personal expenses incurred while participating in FFA/SAE activities. Each instructor is reimbursed fully for participating in the CATA annual summer conference or any other professional development attended.

Example, Please see the following:

- Appendix NN



Quality Criteria 6

Community, Business and Industry Involvement



The Advisory committee at Atwater High School consist of representatives from the community, businesses, school site staff, college instructors, ROP advisors, and other individuals having skills and knowledge of the occupations for the agriculture instruction provided.

The advisory committee follows a structured agenda that assists in the development and implementation of long-range and short-range plans to ensure that the program remains current.

They cover the following areas in the agenda: instructional content, budgets, program promotion, student recruitment, facilities, equipment and materials, articulation agreements, program planning, job placement, SAE, FFA, Competencies, new technology, current and relevant instruction, textbooks and supplies, laboratory facilities and classroom space. There are written advisory committee minutes for each meeting in the program plan.

Quality Criteria 6A:

The Agriculture Advisory Committee at Atwater meets twice a year in fall and spring. We have invited community, administrative, ROP, and school members and advisors to our meetings. Our superintendent will be attending our fall meeting, along with principals from our feeder middle schools. Recruitment and program direction are main focuses. Future goals include program pathways that are followed for all students entering the agriculture program in order to maintain retention and SAE projects.

Example, Please see the following:

- *Appendix DD*

Quality Criteria 6B:

The Agriculture Advisory Committee at Atwater meets twice a year in fall and spring. We have invited community, administrative, ROP, and school members and advisors to our meetings. Our superintendent will be attending our fall meeting, along with principals from our feeder middle schools. Recruitment and program direction are main focuses. Future goals include program pathways that are followed for all students entering the agriculture program in order to maintain retention and SAE projects.

Example, Please see the following:

- Appendix Q

Quality Criteria 6C:

The Agricultural Advisory Committee has assisted in the development or revision of the Comprehensive Program Plan, as evidenced in the Ag. Advisory Committee minutes.

- Job Market Descriptions
- Total Program Goals & Objectives
- Course Subject Matter Outlines
- 5 Year Facility & Equipment Acquisition
- Graduate Follow Up
- Targeted Occupations
- Program Description- Courses, SAE, FFA
- Program Completion Standards
- Current Year Budget
- List of Active Placement Site

The Atwater Agricultural Advisory Committee has been presented with the current Program Plan and has helped to develop our program pathways and goals. Our committee members have provided us with guidance in placement sites, equipment and facilities maintenance & repair, and our recruitment in the past year. The advice and aid has provided us with much information as we have been developing our program plan for this year. With the support of our Advisory Committee we have been successful during the past year in improving our FFA membership and community involvement.



Quality Criteria 7 Career Guidance



Agriculture educators, staff, counselors, and career centers provide services and guidance to ensure that agriculture students enroll in courses that are consistent with their interests, abilities and goals. All students in the agriculture department are required to complete an information sheet that is kept on file and updated yearly in the department classroom.

Our department has ROP Agriculture courses that offer career planning portfolios, employability skills, articulation options, and career path goals which gives students the opportunity to experience and understand all of the future options in their career path goals. We also have articulation agreements in place with Merced College for our ROP courses that transfer from the high school. Our department is participating in an Agriculture Industry Day where students who are not aware of career opportunities in agriculture are able to come and discover which career paths they may have of interest. We also have a career-preparation day through ROP where our agriculture students have the opportunity to present a portfolio and participate in a job interview process in preparation for future career opportunities in their interest areas.

Many courses in the agriculture department are in progress of aligning with the UC/CSU A-G requirements. We have currently Ag Biology and Ag Earth Science that is aligned for science credit,. Floral Design meets the fine arts credit for UC/CSU.

Quality Criteria 7A:

Every agriculture course taught at Atwater High School includes agriculture career opportunities information. The ROP courses focus more intensely on career information and preparing students for immediate employment or continuing education in an agriculture career. The Ag Mechanics courses contain direct information regarding the current industry and job related field. The Ag science courses have career awareness information imbedded with each unit. For example the Genetic Engineer Unit contains career information bases on that related field.

Every student is counseled when filling out the “Student Planning Form” on the back side of the “Student Data Sheet.”

Example, Please see the following:

- *Appendix A*
- *Appendix C*
- *Appendix R*

Quality Criteria 7B:

Each student in our agriculture program has an information sheet and a student data sheet is in progress. The information sheets cover our students’ background information and agriculture areas of interest for our students. Our course requirements and classes offered have changed drastically in the past two years and we are deciding the pathways that will fit our program goals. A 4-year student data sheet for interest areas and career pathways will be in place for the next school year with appropriate course offerings and guides according to agriculture interest areas. These data sheets will be kept on file in the agriculture department and updated annually.

Example, Please see the following:

- *Appendix A*
- *Appendix R*

Quality Criteria 7C:

Currently the Atwater Agriculture Department has all ROP courses aligned with 2+2 agreements with Merced Junior College. This is our local community college where most of our college bound students will attend. In addition, we are articulating our courses to meet the UC/CSU A-G requirements for science and fine arts courses. Currently we have one class that meets the science requirements and the others meet the elective requirements. These should be in place with a definite response within the next two school years.

Example, Please see the following:

- *Appendix MM*



Quality Criteria 8 Program Promotion



The Recruitment program at Atwater High School has been improved immensely in the past few years for the agriculture program. Our 8th grade recruitment has been a priority since a new high school has been built in our city, and many of our students are no longer agriculturally aware. We have been coordinating with the middle school principals and counselors, finding opportunities to visit the students and promote our agriculture program. All of our programs are available to students with means to overcome financial barriers in place.

There are many recruitment activities and materials that we have developed to promote agriculture courses. Brochures are available to all middle school students that discuss our program and explain the courses offered, encouraging them to develop an area of interest so that they can easily fall into a specific agriculture pathway as they enter high school. We also participate in fun activities for the middle school students during FFA week such as petting zoos, and officer presentations. Previously we have invited 8th graders to attend one of our meetings with a fun activity for them to participate in for free. Our largest focus for the upcoming years will be recruitment in the science and mechanics areas. The enrollment has increased in the past year and we continue to believe that with our recruitment we will have a steady increase of students enrolling in agriculture courses in the upcoming years.

Quality Criteria 8A:

The Atwater High School agriculture department has a program recruitment brochure to encourage the middle school students to enter into one of our pathways. We also have flyers that we distribute to the counselors and career technicians during the course enrollments students can see the courses in which they wish to enroll and then sign up according to the sheets provided. This encourages middle school students to follow an agriculture pathway of interest and sign up for the correct agriculture class as an incoming freshman.

Example, Please see the following:

- Appendix NN

Quality Criteria 8B:

There are financial means for overcoming any barriers for participation in our programs. We have FFA activities and opportunities for students to earn their way for trips, jackets, and other needs or interests. During our SAE projects we aid students in loan programs through either our Ag Boosters or the local banks. They also have available areas to keep their projects, since many of our students do not have the appropriate locations at home. Leadership activities are always available for students and if they cannot afford a trip, then they can participate in fundraisers or other activities to earn a free trip.

Quality Criteria 8C:

Our high school participates in many recruitment activities with local high schools during FFA week and before enrollment for the freshmen. We have a petting zoo that goes to the middle schools and our officers explain to them how the agriculture high school program runs at Atwater. The officers answer questions and encourage the students to enroll in agriculture courses for their freshman year in high school.

Atwater High school also developed a chapter meeting geared toward introducing FFA to the middle school students. Future freshmen were invited to attend a chapter meeting and participate in our FFA activities that followed.

Our chapter officers also visit the middle schools before enrollment, handing out brochures of our program and explaining what pathways they may choose from. A list of the freshmen courses are available so that they can choose right then what pathway and courses in which they would enroll for their first freshman term.

Example, Please see the following:

- Appendix NN



Quality Criteria 9

Program Accountability And Planning



Our Comprehensive Program Plan is complete and we continually submit our proper paperwork to the Regional Supervisor on a regular basis within the due dates. We have a graduate follow-up system for our students. Last year we completed a Graduate follow-up survey for our ROP student, which was submitted to the Merced County ROP. This will be an annual task, with paperwork kept in department files and our Comprehensive Program Plan.

Quality Criteria 9A:

A binder has been dedicated as the Comprehensive Program Plan. The Comprehensive Program Plan is update annually and the Regional Supervisor receives update every year.

Quality Criteria 9B:

Updates of the Program Plan are sent to the Regional Supervisor by December 15th. These updates include: (1) Five Year Equipment Acquisition Schedule; (2) Chart of Staff Responsibilities; (3) FFA Program of Work; (4) Advisory Committee Roster; (5) Advisory Committee Minutes; and (6) Graduate Follow-up Results.

All items are up to date and sent to the Regional Supervisor.

Example, Please see the following:

- *Appendix I*
- *Appendix O*
- *Appendix Q*
- *Appendix CC*
- *Appendix JJ*

Quality Criteria 9C:

Each year, every graduated senior fills out a graduate follow-up survey. From the information on the survey, the students are contacted the following year to gather information and feed-back. Each follow-up survey will be placed in the appropriate program completer's file within the agriculture department.

Example, Please see the following:

- Appendix N
- Appendix O

Quality Criteria 9D:

The R-2 Graduate Follow-Up Data was collected and entered online by October 15th.

Quality Criteria 9E:

The Agriculture Department analyzes their student retention numbers each year and develops strategies to help increase retention within the program.

This has been the largest focus of Atwater High School agriculture instructors for the past year. We have had an obvious growth in our program over the last three years. We have doubled in size and it is a major priority of our staff to keep the 1st and 2nd year students enrolled in Agriculture each year, The agriculture program has been through many changes and is finally settled in the course requirements between the agriculture program and our district requirements. Students have pathways to follow and are able to decide which courses they should enroll to stay in an agriculture path.

Example, Please see the following:

- Appendix X

Quality Criteria 9F:

All reports, the R-2, Expenditure, and FFA Roster, have been submitted to the Regional Supervisor for the 2010-2011 school year. These reports are submitted annually on a timely basis to the regional supervisor and will continue in the future.

Example, Please see the following:

- Appendix X



Quality Criteria 10

Student-Teacher Class Ratio



Atwater High School has an imbalance number of student-teacher ratios due to the budget cuts and not enough classes to lower the ratios within the district. Some of our classes meet this number or are close, but we also have a couple courses that do not meet the student-teacher ratio requirement for a well-established agriculture course.

As a department, our students enrolled in agriculture classes do not exceed 75 students per teacher. Also, the Atwater High School agriculture instructors do not receive a project supervision period, increasing the number of students per teacher within the year.

Our school and agriculture department continues to fight to accomplish the 20-student ratio for the shop and laboratory based classes, and also the 25 students enrolled in a standard classroom-based course. Currently, many of our classrooms size between 35-42 students. This causes our ratios to exceed the maximum limit at this point in time.

Quality Criteria 10A:

At this point, our agriculture department does not meet these criteria. We are in the process of adjusting to our new growth. In the past four years we have grown from a staff of four full time teachers to six full time teachers. We currently have many laboratory-based courses with 10-15 students over the maximum for the 20 students per teacher ratio. As for the classroom-based courses, most courses also do not meet this requirement. With all the budget issues, we have seen our science based classes increase in class size. Most of our science based courses have between 37-40 students. However, as we wish to maintain a staff of seven full time teachers we do not want to turn students away.

Classes that meet or are close to meeting Laboratory Requirements

- 2 sections of Advanced Power Mechanics (Mr. Flatt) 21 Students/ 16 Students*
- Wood Shop 2/3 (Mr. Flatt) 12 Students*
- Small Engings (West)- 23 Students*

Classes that meet or are close to meeting Classroom-based Requirements

- Ag Business (Ioimo) 22 Students*
- 2 sections of Exploration in Ag (West)- 12 Students/ 21 Students*

Example, Please see the following:

- *Appendix X*

Quality Criteria 10B:

Our ratio does not meet the 75 students per teacher at Atwater High School. Currently we have 123 students per teacher as our program is growing. This year, we have 366 students that are first year students.

We also do not have the opportunity for a project supervision period, which increases the number of students per teacher during the instruction year.

Example, Please see the following:

- *Appendix X*



Quality Criteria 11 Full Year Employment



At Atwater High School we understand the importance of having full-time employment for the benefit of our agriculture students and their SAE projects.

Five out of the six Agriculture Instructors in the Atwater Department are on full-time contracts so that year-round activities in the agriculture program are conducted and fulfilled. Currently our instructors are not provided a project supervision period per the request of the Merced Union High School District. Each instructor receives 20% of their salary for project supervision and SAE projects year-round. This compensation is part of our contract for year-round instruction.

Quality Criteria 11A:

Six out of seven of our agriculture instructors at Atwater High School are compensated 20% of their salary, surpassing the minimum \$2000, for year-round instruction. As well as one instructor having a 10% compensation. All teachers are full-time agriculture instructors within the school day and throughout the summers to provide adequate supervision of SAE projects.

Example, Please see the following:

- *Appendix X*

Quality Criteria 11B:

Atwater High School does not provide project supervision periods for its agriculture instructors due to the Merced Union High School district request. All instructors are provided a 20% Extended Contract Stipend for their SAE project supervision during the school year and throughout the summer. This stipend is reflected in addition to the 9-month salary.

Example, Please see the following:

- *Appendix X*



Table of Contents

- A. Student Data Sheets*
- B. Permanent Vo-Ag Student Records*
- C. Course Outlines*
- D. Copy of daily grade sheets for each class taught*
- E. SAE supervision forms used on project visits*
- F. Wall chart of SAE visits*
- G. SAE summary by individual students*
- H. Board approved department SAE policy, procedures and operations*
- I. Program of Works*
- J. Copy of board approved policy statement pertaining to FFA as an integral part of the Ag Program*
- K. Recruitment program*
- L. Chapter Scrapbook*
- M. Summer activities schedule*
- N. Sample of Vo-Ag follow-up survey form*
- O. Up-to-date file on status of graduates*

- P. Copy of Vo-Ag comprehensive plan*
- Q. Copy of each advisory committee minutes for current year.*
- R. Copy of a completed student program plan*
- S. Copy of proficiency standards*
- T. Copy of credentials*
- U. Department calendar of activities*
- V. Copy of daily logs*
- W. List of expected professional growth activities*
- X. Current R-2 Report*
- Y. Extended contract rational/ justification with the board*
- Z. Completed travel plan submitted to administration/ board*
- AA. CATA membership card*
- BB. Department meeting reports*
- CC. Wish List*
- DD. Advisory committee agendas for current year*
- EE. Copy of advisory committee charter and by-laws*
- FF. Current years' operating budget*

GG. Current year's district allocations

HH. Description of districts/ department budget process

II. Department chairperson's duties

JJ. Chart of Responsibilities

KK. Substitute teacher procedures and plans

LL. Proficiency of Agriculture Students

MM. 2+2 Agreement

NN. Reimbursement of personal expenses

OO. Point awards system

PP. Chapter goals

QQ. Permission slip and waiver notice